

CHAPTER 14. CONDUCT A FLIGHT INSTRUCTOR PRACTICAL TEST FOR AN INITIAL, RENEWAL, REINSTATEMENT CERTIFICATION, OR AN ADDITIONAL CATEGORY/CLASS RATING TO A FLIGHT INSTRUCTOR CERTIFICATE

SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine whether an applicant meets the requirements for an initial flight instructor certificate, renewal of a current flight instructor certificate, reinstating of an expired flight instructor certificate, or adding a rating to an existing flight instructor certificate. Completion of this task results in the issuance of a temporary airman certificate, a notice of disapproval of application, or a letter of discontinuance, as appropriate.

2. GENERAL. Flight Standard District Offices (FSDO) authorize flight instructor examiners (FIE) to conduct practical tests for the original issuance of a flight instructor certificate on a case-by-case basis only. However, if a FSDO is unable to schedule a flight instructor applicant who has completed training and is prepared to take the test with an aviation safety inspector (ASI) within two weeks from the date of the original request, then the flight standards division and FSDO managers are encouraged to approve the designation of a local fie to give initial flight instructor practical tests. Additionally, FSDOs authorize flight instructor renewal examiners (FIRE) the authority to renew holders of a current flight instructor certificate provided that the renewal only involves an administrative process and no practical test is involved. (see chapter 18, paragraph 1D for a detailed explanation of the eligibility and authority of a FIRE.)

A. Authorization to Conduct Renewals and Reinstatements.

(1) An FIE is authorized to conduct the renewal or reinstatement of a flight instructor certificate. However, the basis for issuing the renewal or reinstatement of a flight instructor certificate shall be based on the applicant satisfactorily accomplishing a practical test (*i.e.*, the oral and flight portions) as per Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.197(a)(1).

(2) An examiner who holds a FIRE authority may renew holders of current flight instructor certificates provided that the renewal only involves an administrative process and no practical test is involved. A FIRE's authority permits renewal of a current flight instructor certificate in accordance with the flight instructor renewal provisions set forth in § 61.197(a)(2)(i) and (iii) or in accordance with a flight instructor's participation as a flight instructor in the FAA's Pilot Proficiency Awards Program (WINGS Program). Specifically, a FIRE's authority to renew holders of current flight instructor certificates involves the following kinds of renewal procedures only:

(a) A FIRE may renew a holder of current flight instructor certificate who apply to renew their flight instructor certificate on the basis of having a record of training students that shows, during the preceding 24 calendar-months, that the flight instructor has endorsed at least five students for a practical test for a certificate or rating and at least 80 percent of those students passed that test on the first attempt (*i.e.*, § 61.197(a)(2)(i)).

(b) A FIRE may renew a holder of current flight instructor certificate who apply to renew their flight instructor certificate on the basis of having a graduation certificate that shows, within the preceding 3 calendar-months prior to the date of application, the applicant has successfully completed an approved flight instructor refresher course in accordance with § 61.197(a)(2)(iii).

(c) A FIRE may renew a holder of current flight instructor certificate who apply to renew their flight instructor certificate on the basis of having participated as a flight instructor in a phase of the FAA's WINGS Program.

B. Medical Certification Requirements.

(1) An applicant for an initial, renewed, or reinstated flight instructor certificate or additional ratings

is required to hold at least a current third-class medical certificate if the practical test is conducted in an aircraft in flight (meaning in an airplane, rotorcraft, or powered-lift) with the applicant acting as PIC. If the practical test does not involve use of an aircraft in flight, the applicant is not required to hold a medical certificate.

(2) If the applicant does not hold a medical certificate and the practical test will be conducted in an aircraft (airplane, rotorcraft, or powered-lift), the examiner must agree to be the pilot-in-command (PIC). However, an examiner is not required to accept PIC responsibility for an applicant just because the applicant lacks the necessary medical certificate. The decision to conduct such a test rests solely with the examiner. The FAA strongly discourages examiners from agreeing to perform PIC duties during the practical test. Examiners who agree to perform PIC duties during a practical test are advised to review § 61.47. Examiners must understand that there are possible liability ramifications when agreeing to perform PIC duties during the practical test.

3. KNOWLEDGE TEST. The flight instructor knowledge examination consists of two tests: fundamentals of instructing (FOI) and a test appropriate to the flight instructor rating sought. The FOI test is common to all flight instructor ratings and does not need to be repeated for a subsequent flight instructor rating if the applicant holds any flight instructor or ground instructor certificate.

A. FOI Test Alternate Criteria. An applicant for the original issuance of a flight instructor certificate does not need to take the FOI test if the applicant meets certain alternate criteria. However, the applicant must present appropriate documentation to the FSDO and obtain an authorization to use either of the following in lieu of the FOI test:

(1) A current teacher's certificate issued by a state, county, or city authorizing the applicant to teach at an educational level of the seventh grade or higher; or

(2) Evidence of regular employment as a teacher at an accredited college or university.

B. Test for Flight Instructor Rating Sought. Except when adding an Airplane—Single-Engine rating or Airplane Multiengine rating to an existing Flight Instructor—Airplane certificate, an applicant for a flight instructor certificate must pass the applicable knowledge test for each flight instructor aircraft rating sought. A

knowledge test is required for the following ratings:

- (1) Flight Instructor—Airplane.
- (2) Flight Instructor—RotorcraftHelicopter.
- (3) Flight Instructor—RotorcraftGyroplane.
- (4) Flight Instructor—InstrumentAirplane.
- (5) Flight Instructor—InstrumentHelicopter.
- (6) Flight Instructor—InstrumentPoweredlift.
- (7) Flight Instructor—Glider.
- (8) Flight Instructor—Powered-lift.

4. PRACTICAL TEST. The examiner shall conduct the practical test for original issuance, additional ratings, renewal, and/or reinstatement of a flight instructor certificate IAW the appropriate flight instructor practical test standards (PTS). The examiner may also require the applicant to demonstrate knowledge and skill from other PTSs that may include private pilot certificate, commercial pilot certificate, or instrument rating PTS, appropriate to the rating sought.

A. Required Use of a Complex Airplane.

(1) For the issuance of a flight instructor certificate for a rating in the airplane category, a complex airplane must be used to perform takeoffs, landings, and emergency operations that are appropriate to complex airplanes.

(2) An applicant for a flight instructor certificate in a single-engine airplane is not allowed to use a complex multiengine airplane for the complex airplane requirements.

(3) If the applicant is seeking an additional flight instructor rating in the airplane category and multiengine class, a complex multiengine airplane must be used.

(4) If an applicant holds a flight instructor certificate with an airplane category and multiengine class rating and is seeking an additional airplane single engine class rating, the applicant need not bring a complex single-engine airplane.

B. Use of a Turbojet or Fan Jet Airplane. A turbojet or fan jet shall not be used for the original issuance of a flight instructor certificate for an Airplane—Single-Engine rating or Airplane—Multiengine rating. They may be used for added Airplane—Single-Engine rating or Airplane—Multiengine rating.

5. ELIGIBILITY REQUIREMENTS. A flight instructor applicant must hold either a commercial pilot certificate or an ATP airman certificate. A commercial certificate issued on the basis of a foreign-pilot license does not satisfy this requirement. If the applicant holds a commercial pilot certificate, that applicant must also hold an instrument—airplane rating if applying for a flight instructor—airplane or a flight instructor instrument—airplane rating.

A. English Requirement. If the applicant cannot read, speak, write, or understand English, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person's pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person's pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

B. Medical Certificate. An applicant for a flight instructor certificate is not required to hold a current medical certificate. If the applicant is the PIC, then a current third-class medical certificate is required.

C. Logbook Endorsement. An applicant for a Flight Instructor—Airplane or Flight Instructor—Glider rating must present a logbook endorsement from an authorized flight instructor who indicates the applicant is competent and proficient in stall awareness, spin entry, spin, and spin recovery procedures in an aircraft of the appropriate category.

(1) Except as provided in § 61.185(b), an applicant for a flight instructor certificate must have logged training and received a logbook endorsement on the fundamentals of instruction listed in § 61.185(a)(1).

(2) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged some training within the 60 days preceding the date of the application in preparation for the practical test.

(3) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1, Airman Certificate and/or Rating Application, with the authorized instructor's signature.

(4) The applicant's logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(5) An applicant for a flight instructor certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.187(b) that is appropriate for the flight instructor rating sought.

(6) An applicant for a Flight Instructor—Airplane or Flight Instructor—Glider rating must present a logbook endorsement from an authorized instructor indicating that the applicant is competent and possesses instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures in an airplane or glider, as appropriate.

(a) Except in the case of a retest after a failure for the deficiencies stated in § 61.49(b), the examiner may either accept the logbook endorsement or require the applicant to demonstrate competency and instructional proficiency in stall awareness, spin entry, spin, and spin recovery procedures.

(b) If FAA Form 8060-5, Notice of Disapproval of Application, was issued due to deficiencies in competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures, the applicant is required to spin the aircraft and demonstrate competency and instructional

proficiency in stall awareness, spin entry, spins, and spin recovery procedures on the retest.

(c) The examiner and the applicant are not required to wear parachutes for spin task demonstration during a flight instructor practical test.

(7) For first-time flight instructor applicants, both the instructor who provided all the required training and the recommending instructor making the endorsements must have met the requirements of § 61.195(h). This requirement does not apply to flight instructor applicants seeking an additional rating because those applicants are not considered first-time flight instructor applicants.

D. Flight Proficiency Endorsement. An applicant must have received flight instruction by a flight instructor meeting the requirements of § 61.187(b) in the subjects appropriate to the flight instructor rating sought.

(1) The applicant's logbook must contain an endorsement from that flight instructor certifying that the applicant is competent to pass a test on those subjects.

(2) Other flight instructors not necessarily meeting those requirements may have given the applicant instruction; however, some instruction in each subject and the appropriate logbook endorsement must have been given by a flight instructor meeting the requirements of § 61.187(b).

E. Aeronautical Knowledge. The applicant must present evidence of meeting the requirements of § 61.185(a) and (b). The applicant may use the following items to show compliance with § 61.185(a):

(1) A certificate of graduation from an appropriate pilot training course;

(2) A certificate of graduation from an appropriate ground school course;

(3) A certificate of graduation from an appropriate home study course;

(4) A statement by an authorized ground or flight instructor certifying that the applicant has satisfactorily completed an appropriate home study course;

(5) A statement by an authorized ground or flight instructor certifying that the applicant has satisfactorily

completed an appropriate course of instruction given by an authorized ground or flight instructor; or

(6) A certified college transcript or teaching certificate that lists the following items or their equivalents:

(a) Educational psychology;

(b) General psychology;

(c) Tests and measurement;

(d) Teaching methods in aviation or science;

(e) Secondary school curriculum development and lesson planning; and

(f) Practice teaching in a classroom or on the flight line.

F. Flight Instructor Endorsements. An applicant may meet the requirements of § 61.185(b) without further instruction, provided the ground instruction required by §§ 61.105(a), 61.125(a), and 61.65(b), as applicable, was endorsed by an authorized ground and/or flight instructor.

(1) The applicant may also present a flight or ground instructor's endorsement certifying that the instruction required by § 61.185(a) has been accomplished. The endorsement should be similar to the sample endorsement provided in Advisory Circular (AC) 61-65, Certification: Pilots and Flight and Ground Instructors.

(2) A graduate of an approved pilot school may present a record of training, certified by the approved school, that lists the subjects covered.

G. Knowledge Test Report. The applicant must present the required knowledge test report(s) except when adding a single or multiengine class rating to an existing flight instructor certificate.

6. GENERAL PROCEDURES FOR RENEWAL OR REINSTATEMENT. The examiner may require an applicant for renewal or reinstatement to complete all or any portion of the flight instructor practical test that the examiner deems necessary to determine the applicant's competence to hold a flight instructor certificate.

A. Endorsement Not Required. A flight instructor endorsement is not required for the renewal or reinstatement of a flight instructor certificate except IAW the provisions of § 61.49 for a retest.

B. Expiration Date. A flight instructor certificate is renewed or reinstated with an expiration date 24 calendar-months after the month of renewal/reinstatement or the month of expiration of the current flight instructor certificate, provided the provisions of § 61.197(a) are accomplished within the three calendar months preceding the expiration month of the current flight instructor certificate.

C. Examiner Qualifications for Renewal Tests of Applicants with Multiple Category Ratings. In order to conduct a practical test for the renewal of a flight instructor certificate with more than one aircraft category rating, an examiner must hold FIRE authority or be designated in at least one of the categories of aircraft on the flight instructor certificate to be renewed.

D. Renewal of All Ratings. An applicant may renew all ratings on a current flight instructor certificate by satisfactorily completing one practical test. Also, the satisfactory completion of a practical test for an additional flight instructor rating constitutes the renewal of a flight instructor certificate.

7. DENIAL OF RENEWAL OR REINSTATEMENT. If an applicant is unable to meet the requirements for renewal or reinstatement of a flight instructor certificate or rating by satisfactorily completing the applicable practical test, the examiner issues the applicant a notice of disapproval of application. If renewal or reinstatement has been denied on the basis of the applicant's piloting proficiency, the examiner should document the deficiencies and contact the FSDO so that the FSDO may consider the need for possible recertification action.

8. PROCEDURES FOR RENEWING A CURRENT FLIGHT INSTRUCTOR CERTIFICATE HOLDER WHO PARTICIPATES AS A FLIGHT INSTRUCTOR IN A PHASE OF THE FAA'S WINGS PROGRAM. The following procedures apply to the holder of a current flight instructor certificate who participates as a flight instructor in a phase of the FAA's wings program.

A. A holder of a current flight instructor certificate who serves as a flight instructor in the FAA's WINGS

Program and gives flight training to qualify pilots for a Phase I through XX proficiency award may renew his/her CFI in accordance with the criteria in paragraph 3B.

B. Criteria for Renewal of a Current Flight Instructor Certificate. In order for a flight instructor to renew his/her flight instructor certificate by participating as a flight instructor in the FAA's WINGS Program, that flight instructor must:

(1) Hold a flight instructor certificate that has not expired;

(2) Have provided at least fifteen (15) hours of flight training (emphasis added, flight training) in a phase of the FAA's WINGS Program;

(3) Have provided flight training (emphasis added, flight training) in a phase of the FAA's WINGS Program to at least five pilots and signed the logbooks of those pilots;

(4) Be enrolled and actively participating in a phase of the FAA's WINGS Program, or have previously satisfactorily accomplished all of the phases of the program;

(5) Present a record to an authorized FAA Flight Standards aviation safety inspector (ASI) showing that the flight instructor has met the requirements of the preceding subparagraphs (2), (3), and (4) within the preceding 24 calendar-months before the month of application for renewal of his or her flight instructor certificate; and

(6) Present a completed FAA Form 8710-1, Airman Certificate and/or Rating Application, to an authorized FAA Flight Standards ASI or aviation safety technician (AST) for renewal of his or her flight instructor certificate.

C. FSDO and ASI or AST Actions. A holder of a current flight instructor certificate who serves as a flight instructor in the FAA's WINGS Program and gives flight training to qualify pilots for Phases I through XX proficiency award may renew his/her CFI in accordance with the criteria in paragraph 8B.

(1) Mark the check box Flight Instructor underneath the Registration No.(s) block.

(2) Mark the Renewal check box.

(3) Mark the appropriate check boxes for duties and responsibilities below, Instructor Renewal Based on.

(4) Complete the blocks noted as Date, Inspector's Signature (print name and sign), Graduation Certificate No., and FAA District Office. The date the ASI/AST records in the box noted as Date of FAA Form 8710-1 should be the date the flight instructor met the requirements for renewal of his or her flight instructor certificate via the renewal procedures set forth in this bulletin. For example, a flight instructor completes the renewal requirements on September 7, 2000 after accomplishing at least 15 hours of flight training and signing the logbooks of at least 5 pilots who participated in a phase of the WINGS Program. The flight instructor arrives at the FSDO on September 20, 2000 with his or her completed FAA Form 8710-1 and has signed the application with a date of September 7, 2000. The ASI/AST should also sign his or her portion of FAA Form 87101 with that same September 7, 2000 date.

(5) Mark the Temporary Airman Certificate (copy) and Superseded Airman Certificate check boxes in the section noted as Attachments.

(6) Also in the section noted as Attachments, mark the check box, Airman's Identification (ID) and complete the remainder of the application with the appropriate identification information.

9. GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATES. A qualified flight instructor may request the issuance of a gold seal flight instructor certificate when renewing his/her flight instructor certificate or at any time the flight instructor applies upon meeting the requirements.

A. Gold Seal Requirements. A gold seal certificate may be issued to a flight instructor who holds a flight instructor certificate and a commercial pilot certificate with an instrument rating; holds a ground instructor certificate with an advanced or an instrument ground instructor rating; and has met one of the following criteria within the past 24 calendar-months:

(1) Trained and recommended at least 10 applicants for certificates or ratings with at least 80 percent of those applicants recommended passing the practical test on their first attempt.

(2) Conducted at least 20 certification practical tests as an examiner or conducted 20 graduation tests as a chief flight instructor for an approved pilot school course.

(3) Fulfills a combination of the training and testing requirements listed in paragraphs 10A(1) and (2).

NOTE: Two tests conducted equal one applicant trained and recommended.

(4) Holds a Master Flight Instructor Certificate from the National Association of Flight Instructors.

B. Renewal of a Gold Seal Flight Instructor Certificate. The holder of a gold seal flight instructor certificate is not required to meet the criteria for the gold seal again. A flight instructor who qualifies for a gold seal is entitled to receive another gold seal on all flight instructor certificate renewals and/or reinstatements.

10. CATEGORY, CLASS, AND INSTRUMENT RATINGS PLACED ON A FLIGHT INSTRUCTOR CERTIFICATE. The following ratings are placed on flight instructor certificates where applicable:

A. Aircraft Category Ratings:

- (1) AIRPLANE.
- (2) ROTORCRAFT.
- (3) POWERED-LIFT.
- (4) GLIDER.

B. Airplane Class Rating:

- (1) SINGLE-ENGINE.
- (2) MULTIENGINE.

C. Rotorcraft Class Ratings:

- (1) HELICOPTER.
- (2) GYROPLANE.

D. Instrument Ratings:

- (1) INSTRUMENT—AIRPLANE.

(2) INSTRUMENT—HELICOPTER.

(3) INSTRUMENT—POWERED-LIFT.

11. LIMITATIONS. There is no provision for an examiner or an inspector to issue operating limitations on a flight instructor certificate.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, subpart H, familiarity with the PTS for flight instructor practical tests, and designation as a flight instructor examiner (FIE).

B. Coordination. This task requires coordination with the supervising FSDO.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Parts 61, 91, and 141
- FAA-S-8081-6, Flight Instructor Practical Test Standards for Airplane (single engine and multiengine)
- FAA-S-8081-7, Flight Instructor Practical Test Standards for Rotorcraft/Helicopter/Gyroplane
- FAA-S-8081-8, Flight Instructor Practical Test Standards for Glider
- FAA-S-8081-9, Flight Instructor Instrument Practical Test Standards for Airplane/Helicopter
- FAA-S-8081-XX, Flight Instructor Practical Test Standards for Powered-lift
- Other applicable PTS
- AC 61-65, Certification: Pilots and Flight Instructors

B. Forms.

- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application

- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Figure 14-1, Gold Seal Flight Instructor Certificate
- Figure 14-2, FAA Form 8710-1, Airman Certificate and/or Rating Application, Completed by a FIRC

3. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) FAA Form 8710-1 must be completed in ink or typewritten and signed by the applicant. Per 14 CFR § 61.39(a)(7), the applicant must complete Section III, Record of Pilot Time. As a special emphasis item, the examiner must review the applicant's aeronautical experience recorded on FAA Form 8710-1 and in the applicant's logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought.

(a) In Section III on FAA Form 8710-1, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 Pilot Schools or part 142 Training Centers must provide their aeronautical experience in Section III on FAA Form 8710-1 even though the graduation certificate is evidence of having completed the course of training.

(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete Section III on FAA Form 8710-1. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be applications where aeronautical experience would not have a bearing on the airmen certification action and thus the applicant would not be required to complete Section III of FAA Form 8710-1. However, all applicants are encouraged to complete Section III on FAA Form 8710-1. FAA

Form 8710-1 remains on file with the FAA and can be used to substantiate past aeronautical experience if a person were to lose their logbook.

(2) A commercial pilot certificate (with an instrument rating, if applicable) or an Air Transport Pilot (ATP) airman certificate with instrument privileges (if instrument privileges are applicable);

(3) A current or expired flight instructor certificate, if for renewal/reinstatement;

(4) A current third-class airman medical certificate, if any;

(5) Knowledge test report(s) or authorization to use alternate criteria for the FOI test, if applicable;

(6) An FAA-approved pilot school graduation certificate, if applicable;

(7) A pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1;

(8) The aircraft maintenance records;

(9) The aircraft airworthiness certificate and operating limitations or approved flight manual for each aircraft to be used;

(10) The aircraft registration;

(11) The Federal Communications Commission (FCC) aircraft station license; and

(12) An acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 3A(1) through (12).

C. Review Application. Verify that the information on the application is accurate and complete.

(1) In Section I on FAA Form 8710-1, ensure that the applicant has checked "Flight Instructor" and noted "Initial," "Renewal," "Reinstatement," or "Additional Rating(s) on a Flight Instructor Certificate," as appropriate to the practical test being requested.

(2) Ensure that the remainder of FAA Form 8710-1 is completed IAW the instructions attached to the form and the information provided in chapter 5, section 1, paragraph 22.

(3) If the applicant is applying for the original issuance of a flight instructor certificate, ensure that an authorized flight instructor has signed an endorsement within 60 days prior to the practical test.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity IAW the procedures described in chapter 5, section 1, paragraph 20.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. If the applicant is applying for the original issuance of a flight instructor certificate, determine that the applicant meets the general eligibility, aeronautical knowledge, and flight proficiency requirements for the flight instructor certificate or rating sought (§§ 61.183, 61.185, and 61.187).

(1) If the applicant cannot read, speak, write, or understand English, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person's pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person's pilot certificate that prohibits the pilot from

operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

(2) Determine that the applicant holds at least a commercial pilot certificate or an ATP certificate with an aircraft rating appropriate to the flight instructor rating sought. If the applicant is seeking an airplane flight instructor or an instrument flight instructor rating, verify that the applicant has an instrument rating.

(3) Verify that the applicant holds at least a current third-class airman medical certificate, if applicable. If the applicant does not hold a medical certificate and the test is to be conducted in an airplane or rotorcraft, decide whether to accept PIC responsibility in order to conduct the test.

(4) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of § 61.71(a), which requires an applicant's graduation certificate to be dated within 60 days of completion of the practical test.

(5) Examine the applicant's logbooks and/or other reliable record(s) to verify that all aeronautical knowledge and flight proficiency requirements are recorded. Verify that the required endorsements for ground and flight instruction have been certified by an authorized flight instructor (§§ 61.185(a) and 61.187(a)).

(6) Have the applicant present evidence of satisfactory completion of a course of instruction in the subjects listed in § 61.185(a), or an acceptable equivalent.

(7) As applicable to the flight instructor rating sought, inspect the applicant's knowledge test report(s), test report(s) from an approved school with knowledge test examining authority, or authorization to use acceptable alternative criteria in lieu of the Fundamentals of Instruction (FOI) test.

(8) If a flight instructor is applying for renewal of his or her flight instructor certificate and rating(s),

determine whether the certificate is current. If the certificate is no longer current, advise the applicant that he or she must submit a reinstatement practical test, IAW § 61.199(a). Per § 61.199(b)(1), a holder of a flight instructor rating or a limited flight instructor rating on a pilot certificate is no longer valid and may not be exchanged for a similar rating or a flight instructor certificate. Per § 61.199(b)(2), the holder of a flight instructor rating or a limited flight instructor rating on a pilot certificate may be issued a flight instructor certificate with the current ratings, but only if the person passes the required knowledge and practical tests prescribed in this subpart for the issuance of the current flight instructor certificate and rating.

(9) For an additional flight instructor rating, check the record of aeronautical experience in Section III of FAA Form 8710-1 to determine that the applicant has the minimum aeronautical experience required for the additional flight instructor rating sought (§ 61.191). Ensure the applicant has passed the appropriate knowledge test for the additional rating, if applicable.

(10) If the applicant has checked the "Yes" box of Section IV of FAA Form 8710-1, verify that the applicant meets the requirements of § 61.49, if appropriate.

F. Aircraft Requirements. The applicant will review the aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration for the purpose of demonstrating aeronautical knowledge about how to determine whether an aircraft is airworthy and suitable for flight. The examiner must verify that the aircraft (airplane or glider) to be used is certificated for spins.

G. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

H. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated rating(s) sought, accept the application and conduct the practical test IAW the guidance in the appropriate PTS and chapter 5. If the practical test is not completed for reasons other than

unsatisfactory performance, issue a letter of discontinuance to the applicant (see chapter 5, section 2, paragraph 3C, and Figure 5-2).

I. Unsatisfactory Performance. If the applicant does not meet the applicable standards for the certificate or rating sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5 IAW the guidance in chapter 5, section 1, paragraph 27.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the Notice of Disapproval and retain the original for the certification file.

(3) Retain FAA Form 8710-1 and return all other submitted documents to the applicant.

J. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the flight instructor certificate and ratings sought, prepare FAA Form 8060-4 IAW the guidance in chapter 5, section 1, paragraph 25.

(1) Enter the appropriate flight instructor ratings on line XII of the temporary airman certificate.

(2) Place on the temporary certificate any flight instructor ratings not reinstated with the original date(s) of expiration from the superseded certificate.

(3) Place the notation “VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. [enter number]. EXPIRES [enter date]” on line XIII of the temporary certificate.

(4) If the applicant is eligible for a gold seal flight instructor certificate, enter the notation “GOLD SEAL CERTIFICATE” in the block containing the Original Issuance/Reissuance boxes on the temporary certificate (see Figure 14-1).

(5) Verify that all information on the form is correct. Sign the certificate and direct the airman to sign line VII of the form.

(6) Retain the original for the certification file and give the applicant a copy of the temporary certificate.

K. Complete the Certification File. Complete the certification file IAW the guidance in chapter 5, section 1, paragraph 23.

(1) Mail the completed certification file to the supervising FSDO no later than five days after the completion of the test.

(2) Integrated Airman Certification and Rating Application certification files may be sent directly to the Airmen Certification Branch, AFS-760.

4. TASK OUTCOMES. Completion of this task results in the issuance of a temporary airman certificate, a notice of disapproval of application, or a letter of discontinuance.

5. FUTURE ACTIVITIES.

A. The applicant may return for a flight instructor renewal or reinstatement practical test.

B. The applicant may return for an additional flight instructor rating.

C. The applicant may return to apply for a gold seal flight instructor certificate.

FIGURE 14-1. GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATE

		I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. PENDING	
		II. TEMPORARY AIRMAN CERTIFICATE							
VII. AIRMAN'S SIGNATURE <i>Gloria Ann Brown</i>	THIS CERTIFICATE THAT IV. GLORIA ANN BROWN								
	V. 1508 SOUTHWEST LANE PRESCOTT, CA 95127								
	DATE OF BIRTH 1/08/69	HEIGHT 62	WEIGHT 120	HAIR BLACK	EYES BROWN	SEX F	NATIONALITY USA	VI.	
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of								
	FLIGHT INSTRUCTOR								
	RATING AND LIMITATIONS								
	XII. AIRPLANE SINGLE & MULTIENGINE INSTRUMENT AIRPLANE XIII. VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NUMBER 005124435 EXPIRES 8/31/06								
THIS IS AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE GOLD SEAL CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE 8/13/02				
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. WP-07-9810			
X. DATE OF ISSUANCE 8/12/04		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>Tom A. Jones</i> TOM A. JONES				DATE DESIGNATION EXPIRES 1/31/05			

FIGURE 14-2. FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION, COMPLETED BY AN FIRC

Instructor's Recommendation					
I have personally instructed the applicant and consider this person ready to take the test.					
Date 10/09/03	Instructor's Signature <i>Christopher Loomis</i>	(Print Name & Sign) Christopher Loomis	Certificate No. 383928448CFI	Certificate Expires 4/30/04	
Air Agency's Recommendation					
The applicant has successfully completed our <u>FLIGHT INSTRUCTOR REFRESHER</u> course, and is recommended for certificate or rating without further <u>PRACTICAL</u> test.					
Date 10/09/03	Agency Name and Number EMBRY-RIDDLE AERONAUTICAL UNIVERSITY			Official Signature <i>JERRY STRIMER</i>	
				Title CHIEF FLIGHT INSTRUCTOR	
Designated Examiner or Airman Certification Representative Report					
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input checked="" type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR Part 61 for the certificate or rating sought. <input checked="" type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input checked="" type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <div style="margin-left: 40px;"> <input checked="" type="checkbox"/> Approved – Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved – Disapproval Notices Issued (Original Attached) </div>					
Location of Test (Facility, City, State)				Duration of Test	
				Ground	Simulator/FTD
				Flight	
Certificate or Rating for Which Tested CFI-ASE, AME, I-A&H, RH FLT INSTR. SE AND INSTR ASEL INSTRA			Type(s) of Aircraft Used		Registration No.(s)
Date 10/09/03	Examiner's Signature <i>STEVEN G. FIELD</i>		Certificate No. 1489346		Designation No. WP-07-93ACR
	(Print Name & Sign) <i>Steven G. Field</i>				Designation Expires 3/31/04
Evaluator's Record (Use For ATP Certificate and/or Type Rating)					
Oral	Inspector	Examiner	Signature and Certificate Number		Date
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>			
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>			
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>			
Aviation Safety Inspector or Technician Report					
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.					
<input type="checkbox"/> Approved – Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved – Disapproval Notice Issued (Original Attached)					
Location of Test (Facility, City, State)				Duration of Test	
				Ground	Simulator/FTD
				Flight	
Certificate or Rating for Which Tested			Type(s) of Aircraft Used		Registration No.(s)
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Student Pilot Certificate Issued <input checked="" type="checkbox"/> Examiner's Recommendation <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Rejected </div> <input type="checkbox"/> Reissue or Exchange of Pilot Certificate <input type="checkbox"/> Special Medical test conducted – report forwarded <input type="checkbox"/> To Aeromedical Certification Branch, AAM-330 </div> <div style="width: 30%;"> <input type="checkbox"/> Certificate or Rating Based on <input type="checkbox"/> Military Competence <input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> Flight Instructor <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement Instructor Renewal Based on <input type="checkbox"/> Activity <input checked="" type="checkbox"/> Training Course <input type="checkbox"/> Test <input type="checkbox"/> Duties and Responsibilities </div> </div>					
Training Course (FIRC) Name EMBRY RIDDLE AERO. UNIV.			Graduation Certificate No. WP-0656 PS		Date 1/30/04
Date 10/22/03	Inspector's Signature <i>LARRY R. PERKINS</i>		Certificate No. 1508311		FAA District Office WP-07
		(Print Name & Sign) <i>Larry R. Perkins</i>			
Attachments: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Student Pilot Certificate (Copy) <input checked="" type="checkbox"/> Knowledge Test Report <input checked="" type="checkbox"/> Temporary Airman Certificate <input type="checkbox"/> Notice of Disapproval <input type="checkbox"/> Superseded Airman Certificate </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Airman's Identification (ID) CA DL Form of ID B8369916 Number 11/11/06 Expiration Date 916-501-2844 Telephone Number </div> <div style="width: 45%;"> ID: Name: JOHN WENSEL Date of Birth: 11/11/81 Certificate Number: 606035079 E-Mail Address: PATELAM@ERAU.EDU </div> </div>					

FAA Form 8710-1 (4-00) Supersedes Previous Editions